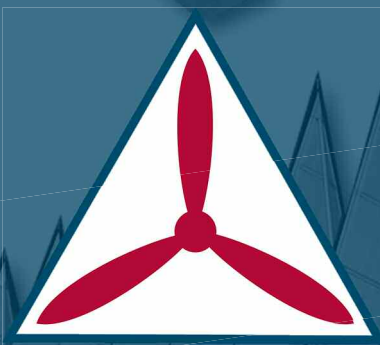


CAPP 60-20
April 2017



CIVIL AIR PATROL USAF AUXILIARY

NEW CADET GUIDE

GETTING STARTED
WEARING the UNIFORM
STAYING SAFE
ENJOYING a GREAT 1ST YEAR

WELCOME to the CIVIL AIR PATROL

The CAP CADET PROGRAM

Transforming youth into dynamic Americans and aerospace leaders

Your Cadet Program is organized around four main elements. Everything you do as a cadet will point back to one or more of these elements, in one way or another.

Leadership

CAP introduces cadets to Air Force perspectives on leadership through classroom instruction, mentoring, and hands-on learning. First, cadets learn to follow, but as they progress, they learn how to lead small teams, manage projects, think independently, and develop leadership skills they can use in adult life.



You'll learn to lead and conquer challenges as a team.

Aerospace

CAP inspires in youth a love of aviation, space, and technology. Cadets study the fundamentals of aerospace science in the classroom and experience flight first-hand in CAP aircraft. Cyber topics important to the national defense represent a new frontier. Summer activities allow cadets to explore aerospace-related careers.



Where's the best place to study aerospace? The cockpit!

Fitness

CAP encourages cadets to develop a lifelong habit of regular exercise. The Cadet Program promotes fitness through calisthenics, hiking, rappelling, obstacle courses, competitions, and other vigorous activities. A comprehensive fitness test based on age, gender, and cadet rank challenges cadets.



Being a cadet means getting into shape and growing stronger.

Character

CAP challenges cadets to live their Core Values. Through character forums, cadets discuss ethical issues relevant to teens. Chaplains often lead the discussions, but the forums are not religious meetings. CAP also encourages cadets to promote a drug free ethic in their schools and communities.



You won't just honor America, you'll solidify your character.

CADET CORPS



"Off we go into the wild blue yonder, Climbing high into the sun..."

FACTS ABOUT **YOUR** CIVIL AIR PATROL

CAP's BIRTH DATE 1 December 1941, six days before Pearl Harbor

CAP CORE VALUES Integrity Service Excellence Respect

CAP MOTTO *Semper Vigilans — Always Vigilant*

CAP's THREE MISSIONS Aerospace Education
Cadet Programs
Emergency Services

CAP CADET MISSION To develop dynamic Americans and aerospace leaders

CAP CADET VISION Today's cadets ... tomorrow's aerospace leaders

The FOUR ELEMENTS Leadership Aerospace Fitness Character
of the CADET PROGRAM

BASIC EXPECTATIONS for **1st YEAR CADETS**

- ❑ Stay with CAP for at least 1 year. Give the cadet experience a chance to impact your life.
- ❑ Attend your weekly squadron meetings.
- ❑ Attend one "Saturday" event per month, if available.
- ❑ Attend encampment. It's an awesome, week-long, overnight activity immersing you into all facets of cadet life.
- ❑ Earn the Wright Brothers' Award during your first year.



If a family, school, or other commitment requires you to miss a CAP activity, please let your squadron leaders know in advance.

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CAPP 60-20, New Cadet Guide, April 2017

Supersedes: New Cadet Guide, November 2014

Revisions: Added Curry Blues Voucher, CEAP, and ABU information.

Updated cadet fitness test information. See page 5 for a note about the CPFT. Updated SDA information on the Cadet Super Chart and Personal Cadet Tracker. Further SDA information is being released later in 2017.

6 FIRST TASKS *for* NEW CADETS

1 Create an account in eServices

- Visit capmembers.com > "Register for eServices"

2 Get Into Uniform

- You need one uniform to get started. Eventually you'll want to have both the camouflage utility uniform (ABUs or BDUs), and the service uniform, "blues."
- Upon completing Achievement 1 and becoming a Cadet Airman, you'll qualify for the Curry Blues Voucher, which covers some of the costs of the "blues" uniform.
- Therefore, we suggest you obtain BDUs or ABUs first, and then use the Curry Blues Voucher to obtain your "blues."
- Uniform items may be purchased through a variety of sources. The official source for CAP insignia and uniforms is Vanguard. Shop with them at civilairpatrolstore.com, (800)221-1264.
- If you're near an Air Force base, you can buy uniform garments (but not CAP insignia) at the Exchange or base thrift store.
- Speak to your squadron leaders about local options, too. Sometimes the squadron has a "supply closet," and military surplus stores could be another option.

3 Look Around

- Look through this *New Cadet Guide* booklet.

4 Read *Learn to Lead*, Chapter 1

- You'll need to pass a 25-question, open-book test on this material to complete Achievement 1 and qualify for promotion to Cadet Airman. Pay attention to the learning objectives and use them to quiz yourself.

5 Pass the *Learn to Lead* Chapter 1 Test

- Take your online test at capmembers.com > eServices login > Cadet Testing > Leadership Exams > Leadership Chapter 1 Exam.
- Record your passing score on the *Personal Cadet Tracker* on page 15.

6 Plan to Attend Encampment

- Encampment is a full immersion into all the opportunities of cadet life. It'll be the high point of your first year!
- Most encampments are 1-week in duration and held during the summer. Ask your squadron for details and mark your calendar.
- The Cadet Encampment Assistance Program (CEAP, say "seep") can help you with tuition and uniform costs.

Your SQUADRON'S CHAIN of COMMAND

A single individual cannot run the squadron. It takes a team of leaders called the "chain of command." The "chain" is an order of authority, a way in which leaders share the burden of running the squadron, or a company, or any organization.

The chain links the most junior person – you, the new cadet – with the highest ranking leader in the organization. Complete the chart on the right to identify your squadron's chain. You'll be expected to memorize this.

When you have a question or concern, use the chain to get help. Try to resolve issues at the lowest level. You can look-up a person's contact information in eServices.

KEY FACTS to REMEMBER

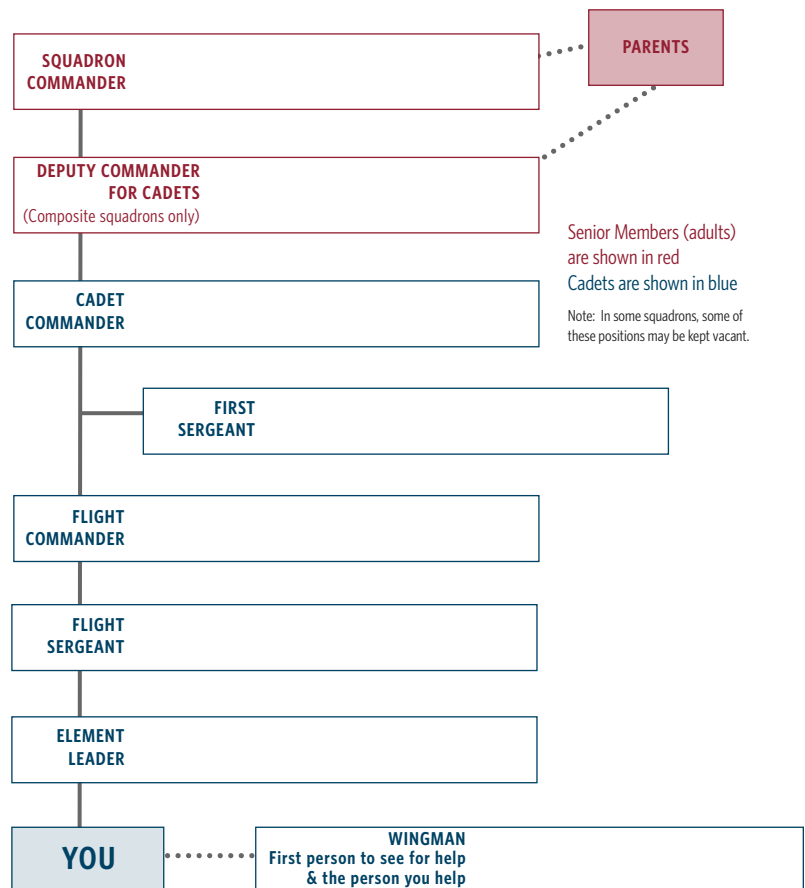
SQUADRON
NAME _____

UNIT
CHARTER
NUMBER

Region			Wing		Number		

CAPID

--	--	--	--	--	--





WINGMEN SPEAK UP

How can you help keep yourself and fellow cadets safe for awesome challenges?

The Air Force teaches that a wingman will always safeguard his or her lead. And, that a lead never lets his or her wingman stray into danger. Cadets at all levels have a role as wingmen.

Being a good wingman means taking care of fellow cadets and telling a trusted adult when you see signs of trouble. This is extra important if your wingman is about to make a poor decision or shows signs of hurting.

WARNING SIGNS of ABUSE

Keep your wingman and all fellow cadets safe from anyone who is trying to hurt them. If you think a cadet is being abused, speak up. Tell any adult you trust. And speak up if you see someone doing anything like this:

- Giving a lot of special attention to certain cadets*
- Asking to see a cadet outside of CAP activities*
- Being sneaky or asking a cadet to keep secrets*
- Trying to be alone with a cadet for no good reason*
- Talking about stuff that is way too personal and creepy*
- Sending a lot of private texts or messages to a cadet*
- Pressuring a cadet to lie to someone*
- Making a cadet disobey normal CAP rules and regulations*

HOW to SOUND THE ALARM

Don't worry about following the chain of command, just go see an adult you trust and tell of your concerns. No one can "order" you to keep quiet. No one can try to get back at you for being a good wingman. If you bring serious problems to CAP senior members, they will keep that information as private as they can, telling only those adults who have a need to know.

REAL COURAGE

Sounding off with your concerns is not a sissy or childish response. Doing so may feel uncomfortable, and so it takes guts. A four-star general put it this way. *"We value courage in this business."* Sometimes the bravest thing you can do is to do what's right: speak up.



"KNOCK IT OFF"

If you see something that does not look safe to you, speak up! Any cadet may sound the Air Force command, **"KNOCK IT OFF"** if he or she thinks someone might get hurt.

When you hear **"KNOCK IT OFF"** immediately stop what you are doing and await further instructions.

Safety is serious business. No one wants to get hurt, and if someone is injured, the team might not complete its mission. Pay special attention to what your wingman is doing and how he or she looks or feels because you have a special duty to keep your wingman safe.

RANK UP!

MAKING *the* GRADE

Cadets overcome challenges. Fly. Learn. They have fun and rise to the expectations that have been set for them and are symbolized by the U.S. Air Force style uniform they wear. Welcome, and get ready for a life-changing experience!

Get started by learning how the system works:

Look at the diagram below for a general overview on promotions, and look at the *Cadet Super Chart* on page 13 for the details.

Passing the tests and being an active member makes you eligible for promotion, but your personal performance as a cadet also counts. This is where the “leadership expectations” shown on the *Cadet Super Chart* come into play. Keep those expectations on your mind. They tell you what sort of skills and attitudes you need to focus on to earn promotions.

Each time you earn a promotion, you receive a new cadet grade and grade insignia. The higher you climb in the Cadet Program, more exciting activities and leadership opportunities become available to you, but your squadron will also expect you to accept new responsibilities and perform at an even higher level of excellence.



The Spaatz Award garners the grade of Cadet Colonel.

Basic Overview, Simplified for New Cadets

Cadet Promotion Requirements

Basic eligibility requirements

complete in any order

aerospace is not always required; see Super Chart or Tracker

LEADERSHIP

Pass written test
Pass drill test

+

AEROSPACE

Pass written test

+

FITNESS

Attempt CPFT ★
Participate in activity

+

CHARACTER

Participate in activity

Personal performance requirements

commander reviews after you meet the basic eligibility requirements

PARTICIPATE ACTIVELY

In your commander's judgment

+

LEADERSHIP PERFORMANCE

Leadership Expectations on Super Chart

+

TIME in GRADE

Serve in your current grade for at least 56 days (8 weeks)

★ Notes about the Cadet Physical Fitness Test

1. Some squadrons use a slightly different fitness test than what you see here and on page 6, but everyone will transition to this test in 2017.

2. Phase I cadets attempt the CPFT every 180 days and participate in at least one fitness activity per achievement. Beginning at the Wright Brothers Award, cadets continue participating in one activity per achievement, but also must have achieved the Healthy Fitness Zone on the CPFT within the previous 180 days.

Administrative requirements

commander reviews after you meet the basic eligibility requirements

CADET OATH

Recite from memory

+

CURRENT MEMBERSHIP

+

FEEDBACK MEETING

Optional

Promotion

PROMOTION CEREMONY

or Commander's Approval

you may now begin working on the next achievement or award . . .

PHYSICAL FITNESS

A pilot's lifestyle needs to be airworthy. The human body is fragile, and when we fly we are working in an environment for which our bodies weren't designed. Therefore, physical fitness is a key aspect for aviation and spaceflight. CAP encourages cadets to develop a habit of exercising regularly for 30 minutes per day at least three times per week.



The Cadet Physical Fitness Test

To advance as a cadet, you'll need to get into shape, or if you're already fit, we want you to beat your personal best. Squadrons will host fun fitness activities every month to help. About once a quarter you'll attempt a fitness test to see where you're at. As a new cadet, how well you perform initially doesn't matter – what counts is that you gradually improve. The basic rules for the five CPFT events are described below. See the *Cadet Super Chart* on pages 13-14 for the goals for your age and gender.

School Equivalent:

The CPFT is based on the Presidential Youth Fitness Program. Phys Ed teachers at school probably know how to administer the test and can help you.



1-Mile Run

Run on a track if you can, or alternatively, on a flat road course that has little to no traffic. Run against traffic so you can see the cars coming. If running at night, wear a reflective vest. Follow the run/walk method below if you're new to running.



The Pacer

Jog 20 meters and touch the line with your foot by the time the beep sounds. Then, at the next beep, run back to the other end. The beeps will get faster, requiring you to increase your pace. Continue in this manner until you fail to reach the line before the beep for the second time.



Sit-and-Reach

Take off your shoes, sit on the ground with your legs fully extended and the soles of your feet against a stair or curb. Your left knee is bent with the sole of your foot flat on the floor. Then with palms face down, reach as far as you can without bouncing. Switch sides and repeat.



Push-Ups

Start in the "up" position, arms fully extended, then go down, keeping your back and knees straight, until your elbows are at 90°, then up again, doing *exactly* one push-up every 3 seconds.



Curl-Ups (Crunches)

Get a strip of paper 4 1/2" wide and 30" long. Lie on a mat with legs straight, and then raise knees until feet are flat, arms straight by your sides. Place strip under legs so that fingertips are just resting on the nearest edge. Curl up, sliding fingers across the strip to far side, then curl back down until head touches the mat and repeat, doing *exactly* one curl-up every 3 seconds.

Get Going! Here's how to get started on your own, or better yet, with your wingman:

- To warm-up, take each exercise slow and easy at first. For the run, walk briskly for a few minutes and then start your jog, using the run/walk method below. For the strength events, spend a few minutes moving your body in "dynamic stretches" with arm circles, leg swings, and hip circles. For the sit-and-reach, practice the reach a few times nice and easy before trying for real.
- Do curl-ups at a steady cadence for 1 minute (beginners) or 2 minutes (fit cadets).
- Do 5, 10, or 20 good push-ups in one session. Start slow at first, but over a couple weeks, try to get where you can do 5 or 10 more than you were able to do at first.

Note: The CPFT standards differ slightly for cadets who have medical issues. For more information, talk with your local leaders.

Run / Walk Training

The run/walk is a smart way to get into shape. Even marathon runners train this way, so there's nothing wimpy about it. It just works.

Start at whichever level and session feels comfortable. Jog at a pace that allows you to talk without getting winded. Your goal is to run for a certain amount of time until the walk break, and then to repeat that run/walk for a total of 25 to 35 minutes. Don't worry about distance or speed. At the end of your run, walk for a few minutes to cool down.

Week	Monday	Wednesday	Friday	Saturday
1	15 min walk	20 min walk	20 min walk	30 min walk
2	2/2 x6	2/2 x7	2/2 x7	2/2 x7
3	2/2 x6	3/2 x6	3/2 x6	3/2 x7 *Mile
4	3/2 x5	4/2 x5	4/2 x5	4/2 x6
5	4/2 x5	4/1 x5	4/1 x5	4/1 x6 Mile
6	4/1 x5	5/1 x5	5/1 x5	5/1 x6
7	5/1 x5	6/1 x5	6/1 x5	6/1 x6 Mile
8	6/1 x4	7/1 x4	7/1 x4	7/1 x5
9	7/1 x4	8/1 x3	8/1 x3	8/1 x4 Mile
10	8/1 x3	9/1 x3	9/1 x3	10/1 x3

If you're really struggling, repeat that week's plan before advancing.

What does 2/2 x 6 mean?

Run 2 minutes, walk 2 minutes, repeat 6 times.

***Mile:** Run/walk on a track to see how long it takes to complete the first mile, and check how you're doing working toward your CPFT mile run goal.

The **PROPER WEAR** of **AIR FORCE-STYLE CADET UNIFORMS**

M



THERE IS ONLY

1 WAY

to **WEAR**
the **UNIFORM:**

the **RIGHT**
WAY

F



CADET UNIFORMS & INSIGNIA

CAP's vendor for uniform insignia is Vanguard at CivilAirPatrolStore.com, (800) 221-1264.

Some squadrons keep these items on hand and the garments (but not insignia) may be available at the nearest Air Force installation, so check with your local leaders before making any purchases.

Air Force "Blues" Uniform

Flight cap (male)	CAP0994k
Flight cap (female)	CAP1015J
Cadet flight cap device	CAP0748A
Light blue, s/sleeve shirt (male)	CAP1001A
Light blue, s/sleeve blouse (female)	CAP1017
Blue 3-Line nameplate (last name)	CAP0599M
Blue trousers (male)	CAP0993K
Blue trousers (female)	CAP3500A
Blue skirt (female)	CAP3600A
Blue belt (with silver buckle)	2500500
Shoes or pumps	na
Undershirt: plain white, v-neck	na

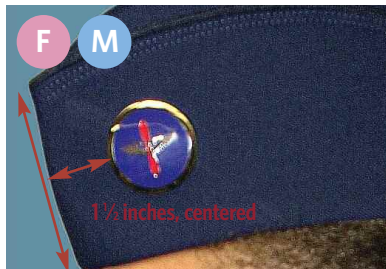
Camouflage "ABU" Replacing the BDU

ABU cap	CAP0991U
ABU shirt	CAP0991F
ABU pants	CAP0991O
"Civil Air Patrol" cloth tape	CAP6403
Cloth nametape (last name)	CAP6402
ABU tan rigger belt	2510700
Combat boots	
Male	CAP2900A
Female	CAP3300
Boot blousers	2650175
Undershirt (desert tan)	CAP0991Z

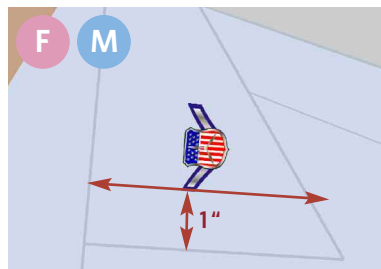
Camouflage "BDU" Phasing out June 2021

"Civil Air Patrol" cloth tape	CAP6403
Cloth nametape (last name)	CAP6402
BDU belt (with black buckle)	2500510
Combat boots	
Male	CAP2900A
Female	CAP3300
Boot blousers	2650175
Undershirt: plain black	na

YOUR UNIFORM is a visual representation of a your commitment to the Core Values. Because uniforms are unique — only CAP cadets wear the CAP cadet uniform — they are a source of pride. Wearing the uniform is part of your leadership training. The uniform helps you develop self-discipline, personal responsibility, and self-respect. Whenever you wear the uniform, you represent not just yourself but also all of CAP and the U.S. Air Force, so wear the uniform with pride.



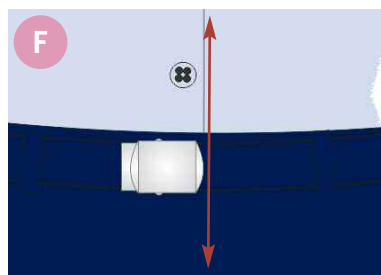
Flight cap device is centered on left side, $1\frac{1}{2}$ " from edge. Male and female flight caps are slightly different in style but prescribe the same rule for placing the device.



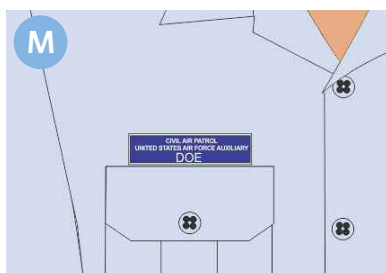
Chevrons rest 1-inch from the collar edge, parallel to that edge and centered. Chevrons are worn on both collars and in the same manner on BDUs and Blues alike. Until you earn your first stripe, you won't wear anything on your collar.



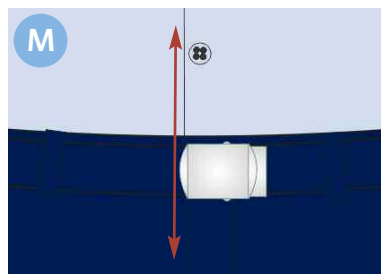
Blue nametag (females) is centered on right breast, even with or up to $1\frac{1}{2}$ inches higher or lower than the first exposed button, parallel to the ground.



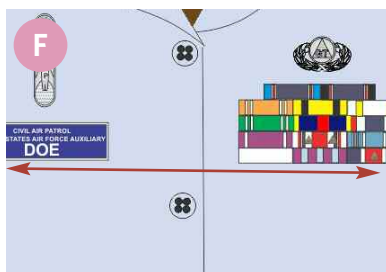
Belt & buckle tip of buckle extends to wearer's left (**males**) or right (**females**). No belt fabric should show. The edge of the shirt's button placket, the edge of the buckle, and edge of the trouser fly must align. This alignment is called the "gig line."



Blue nametag (males) rests on but not over the right breast pocket, centered.



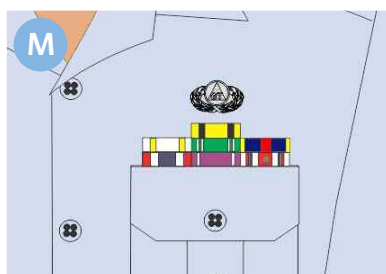
Wear the silver tipped belt and buckle with Blues, the tan rigger belt with ABUs, and the black tipped belt and buckle with BDUs.



Ribbons (females) rest centered on left breast, parallel to ground. The bottom of the set of ribbons is even with the bottom of the nametag. Wear of ribbons is optional on the light blue shirt.



Blues pants front of pant leg should rest on front of shoe, with a slight break in crease and $\frac{7}{8}$ " longer on back



Ribbons (males) rest centered on, but not over, the left breast pocket. Wear of ribbons is optional on the light blue shirt.



Blues skirt (females) skirt length will be no longer than bottom of kneecap or shorter than top of kneecap.

BASIC GROOMING STANDARDS

Males. Except in field conditions, cadets are expected to have a clean appearance free of dirt and grime. Anti-perspirant / deodorant will be used and toothpaste and mouthwash as well. Hair must appear tapered and be trimmed to not touch the ears, collar, or eyebrows. Bangs cannot be visible when wearing headgear. Extreme or fad styles are prohibited. In general, the face must be clean shaven. Sideburns must be neatly trimmed and end before the bottom of the ear. A neatly trimmed mustache may also be worn. Earrings are prohibited. Necklaces cannot be visible.

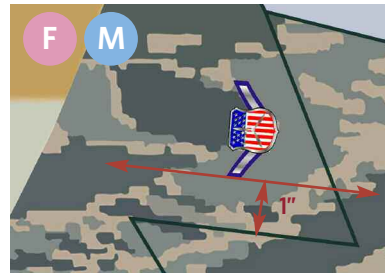
Females. Except in field conditions, cadets are expected to have a clean appearance free of dirt and grime. Anti-perspirant / deodorant will be used and toothpaste and mouthwash as well. Hair must be neatly arranged to present a conservative, feminine appearance, and may touch but not fall below the bottom edge of the collar. Only inconspicuous pins and combs may be worn in the hair. Extreme and fad styles are prohibited. Cosmetics are permitted if conservative and in good taste. Hair must not fall below the front band of the ABU/BDU cap, but may be visible in front of the flight cap. One small spherical earring per ear is permitted. Necklaces cannot be visible.

Note: These few pages on the wear of the uniform cover only the most common matters. For full details, see CAPM 39-1 at capmembers.com/pubs.

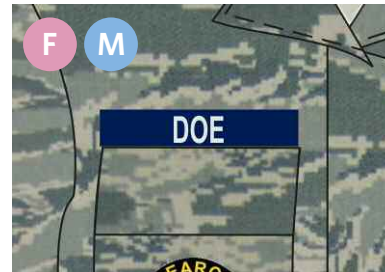
Airman Battle Uniform (ABUs)

Replacing BDUs

F M



Chevrons rest 1-inch from the collar edge, parallel to that edge and centered. Chevrons are worn on both collars and in the same manner on BDUs and Blues alike. Until you earn your first stripe, you won't wear anything on your collar.



Cloth nametape rests on but not over the right breast pocket of the BDUs. Do not cut the excess fabric but fold it under to prevent fraying.



Cloth CAP tape rests on but not over the left breast pocket of the BDUs. Do not cut the excess fabric but fold it under to prevent fraying.

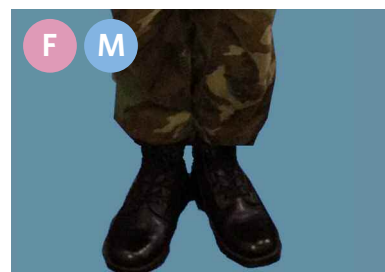
Battle Dress Utility (BDUs)

Phasing Out, June 2021

F M

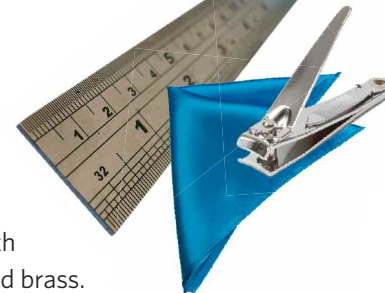


ABU & BDU Sleeves when rolled up must touch or come within 1" of forearm, when bent at 90° angle.



ABU & BDU pants must be bloused over combat boots

TEN TIPS *for* LOOKING SHARP *in* UNIFORM



1. Keep your insignia in a special place at home.
2. Prepare your uniform the night before you wear it.
3. Trim loose strings from buttons, pockets, and belt loops.
4. Use spray starch when ironing.
5. Obtain “enforcers” or put cardboard behind your ribbons.
6. Check your appearance in a full-length mirror.
7. Keep a small cloth with you to dust your shoes and brass.
8. Check your gig-line upon exiting a car or restroom.
9. Avoid leaning against anything while in uniform.
10. Ask your wingman to double-check your uniform, and return the favor.

CADET AWARDS & DECORATIONS

See CAPR 39-3 for information on how to earn these awards.

Cadet achievement ribbons and milestone awards are shown atop the shaded field. Cadets earn them through the normal course of progression in the Cadet Program.



Silver Medal of Valor



Bronze Medal of Valor



Distinguished Service Medal



Exceptional Service Award



Meritorious Service Award



Commander's Commendation Award



Achievement Award



Certificate of Recognition for Lifesaving Award



National Commander's Unit Citation Award



Unit Citation Award



Gen Carl A. Spaatz Award



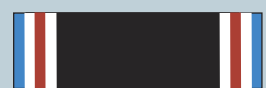
Gen Ira C. Eaker Award



Amelia Earhart Award



Brig Gen Billy Mitchell Award



Neil A. Armstrong Achievement Ribbon



Dr. Robert H. Goddard Achievement Ribbon



Gen. Jimmy Doolittle Achievement Ribbon



Charles A. Lindbergh Achievement Ribbon



Capt Eddie Rickenbacker Achievement Ribbon



Wright Brothers Award



Col Mary Feik Achievement Ribbon



GAF Henry H. "Hap" Arnold Achievement Ribbon



Maj Gen John F. Curry Achievement Ribbon



Air Force Association Award to Unit Cadet of the Year



Air Force Sergeants' Association Award to Cadet NCO of the Year



Veterans of Foreign Wars Award to Cadet Officer of the Year



Veterans of Foreign Wars Award to Cadet NCO of the Year



Red Service Award



Rescue "Find" Ribbon



Air Search and Rescue Ribbon



Disaster Relief Ribbon



Community Service Ribbon



International Air Cadet Exchange Ribbon



National Cadet Drill Team Competition Ribbon



National Cadet Color Guard Competition Ribbon



Cadet Advisory Council Ribbon (solid white in color)



Cadet Special Activities Ribbon



Encampment Ribbon



Cadet Recruiter Ribbon

SOCIAL MEDIA & YOU *as a* CADET

If you're on social media, remember that as a CAP cadet, you represent CAP in everything you do. In uniform or out of uniform, your actions reflect upon the Cadet Corps and the Air Force. Therefore, when you use social media, please:

Be respectful. Don't bully anyone. Don't call people names or use profanity. Continue to address CAP senior members and other adults in positions of authority as sir or ma'am.

Pause before you post. Once something goes onto the web, it's there forever. If you're angry or frustrated by something, it's tempting to "get even" or write something mean-spirited. Online fights and flame wars reflect badly on you. So, before you post something, pause and think.

Police your own. Help make the web a positive space. If you see a fellow cadet behaving badly on the web, send a private message reminding him or her of our Core Values. Be a leader on the web.

Friend & follow. Join the CAP and CAP Cadet Programs Facebook and Twitter feed to stay informed about cadet programs news.



AMBASSADORS *of the* DRUG-FREE ETHIC

Because of their Core Values, the Air Force Surgeon General has challenged cadets to be ambassadors of a drug-free ethic. Of course, cadets don't use drugs, but they also lead other youth through their example. Because the U.S. Air Force does not tolerate drug use, neither does CAP. Through activities such as the Red Ribbon Leadership Academy, you'll be called upon to impart your drug-free attitude upon younger (non-cadet) youth.



STUDY SKILLS *to* HELP YOU EARN PROMOTIONS



A proven way to study so you can earn the Spaatz or a Service Academy appointment.

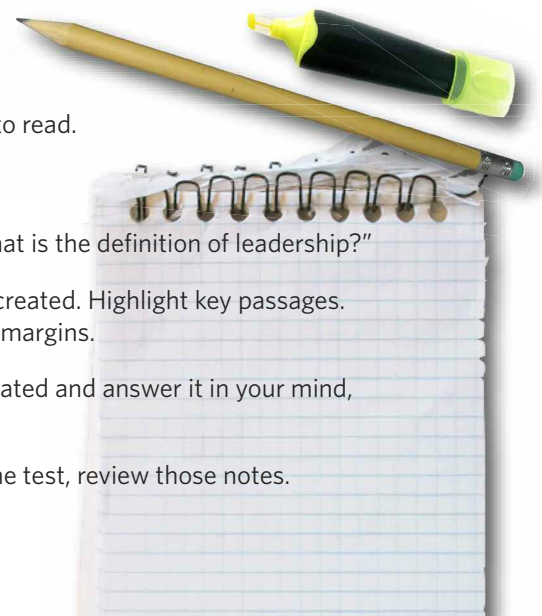
Survey Look through the assignment. Get a sense for what you're about to read.

Question As you read, turn every title or subheading into a question.
Example: The subheading "Definition of Leadership" becomes "What is the definition of leadership?"

Read Read one section at a time to find answers to the "question" you created. Highlight key passages. Put the author's words into your own by writing little notes in the margins.

Recite Go back to that section's beginning. Recite the "question" you created and answer it in your mind, without looking at the book

Review Get your notepad and outline what you've read. The day before the test, review those notes.



PERSONAL PRODUCTIVITY: *How to* "GET THINGS DONE"

"Millennials are constantly plugged in and moving fast to make their mark on the world." — CNN

No matter what your goals are, it's a challenge to get things done, to keep up with all the "stuff" in your life.

"Stuff" is anything that shouts for your attention:

- ◆ homework assignments
- ◆ big projects at school
- ◆ chores at home
- ◆ events with friends
- ◆ family events
- ◆ cadet promotion tasks
- ◆ cadet activities
- ◆ summer job schedule

You're Surrounded. One tricky aspect to "stuff" is that it comes at you from many directions. Your teacher orally announces homework. Your mom leaves a note on the fridge asking you to mow the lawn on Saturday. CAP leaders send you emails. Phone calls. Text messages. Ugh!

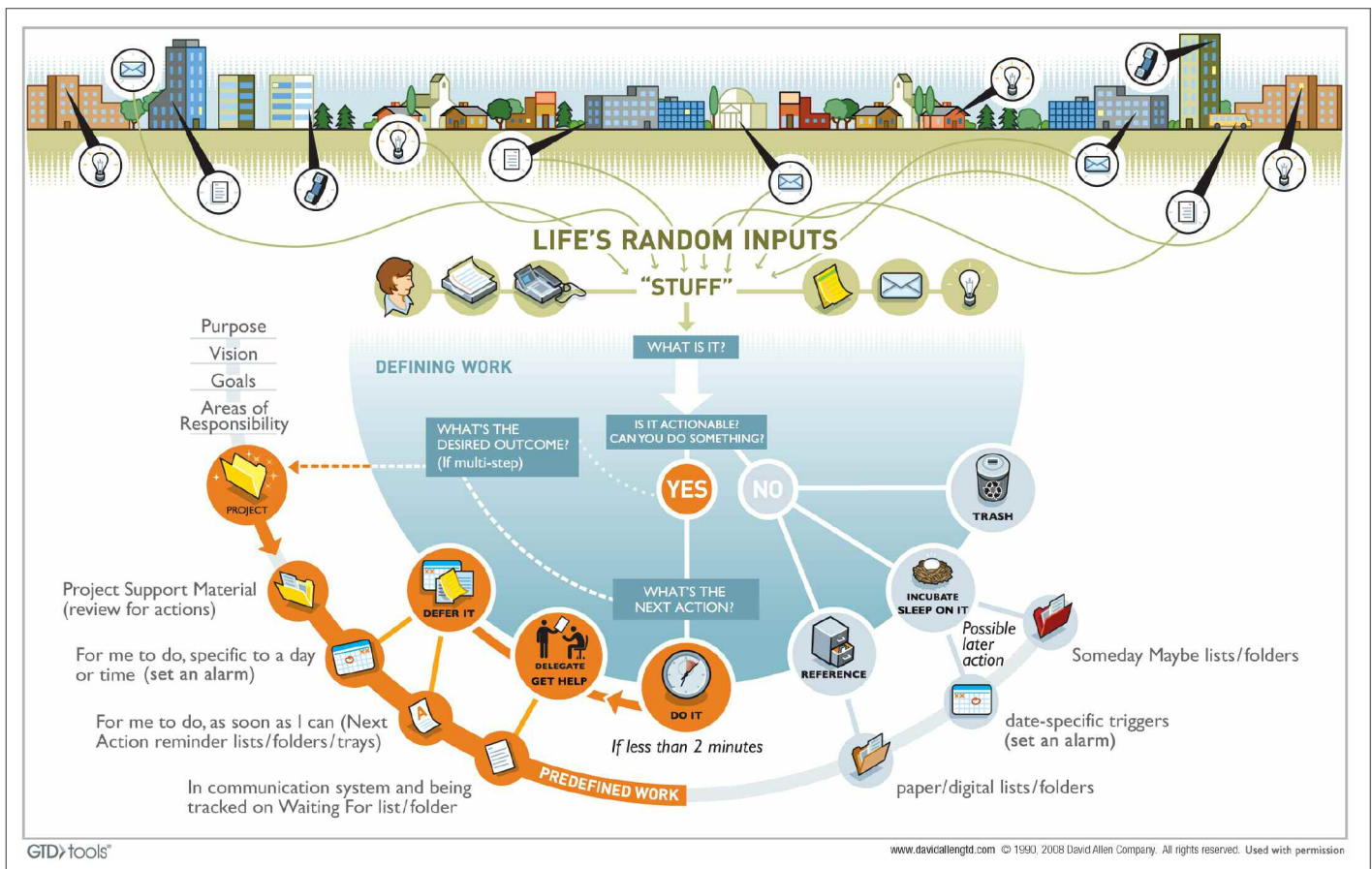
Get a System. To keep all this "stuff" straight, you need a system. You need to handle all the "stuff" in the same manner everyday. The good news is that having a system brings order to chaos, reduces stress, and help you achieve.

"Getting Things Done" The diagram below shows how the GTD system works. As "stuff" comes at you each day, begin to gather it into one place. Then, at a regular time

each day, go through that "bucket of stuff," one item at a time. Look at each email or piece of paper or text message and ask, "What is this?" Follow the diagram below to decide how to handle that "stuff." If you can take care of the thing in less than 2 minutes, do so right away. If you can't, set it aside to do at on a specific day and time later. Set an alarm to remind you. Then put it out of your mind.

Key principles of "Getting Things Done"

1. Get everything that has your attention out of your head and capture it in a trusted place.
2. Decide what very next specific thing you need to do to finish that project. Set an alarm with your computer.
3. Define and keep track of all the big projects and big commitments you have. Decide what's a small task and what's a big, multi-step project.
4. Consistently update and review your master list of commitments. This will free your mind because you'll learn to trust your system of "getting things done."



CIVIL AIR PATROL **CADET SUPER CHART**

PHASE I THE LEARNING PHASE				PHASE II THE LEADERSHIP PHASE						
ACHIEVEMENT 1	ACHIEVEMENT 2	ACHIEVEMENT 3	WRIGHT BROTHERS AWARD	ACHIEVEMENT 4	ACHIEVEMENT 5	ACHIEVEMENT 6	ACHIEVEMENT 7	ACHIEVEMENT 8	BILLY MITCHELL AWARD	
MANDATORY TRIAL PERIOD Orientation begins immediately using <i>Cadet Great Start</i> , but the prospective cadet must attend three meetings before the unit commander may approve the membership application. Cadet receives New Cadet Kit within two weeks of joining.	 JOHN CURRY First National Commander of the Civil Air Patrol and a strong advocate for female aviators	 HAP ARNOLD Commanding general of U.S. Army Air Forces during World War II	 MARY FEIK Pioneer in the fields of aviation mechanics and engineering, and proud CAP member	 ORVILLE & WILBUR WRIGHT First men to achieve powered, controlled, sustained, heavier-than-air flight	 EDDIE RICKENBACKER America's "Ace of Aces" during World War I; he wanted CAP cadets to know him as "Eddie"	 CHARLES LINDBERGH First man to fly across the Atlantic Ocean solo, non-stop, aboard the "Spirit of St. Louis"	 JIMMY DOOLITTLE Pioneer in field of aeronautical engineering and leader of the World War II air raid on Tokyo	 ROBERT GODDARD The "Father of Modern Rocketry" and developer of the first liquid-fueled rocket	 NEIL ARMSTRONG First man to set foot on the Moon, aboard Apollo 11 on July 20, 1969 - "One giant leap for mankind"	 BILLY MITCHELL America's first vocal advocate for military airpower, he proved the airplane could sink ships

GRADE, INSIGNIA, & AWARDS

CADET AIRMAN	CADET AIRMAN FIRST CLASS	CADET SENIOR AIRMAN	CADET STAFF SERGEANT	CADET TECHNICAL SERGEANT	CADET MASTER SERGEANT	CADET SENIOR MASTER SERGEANT	CADET CHIEF MASTER SERGEANT	CADET CHIEF MASTER SERGEANT	CADET SECOND LIEUTENANT
									
Eligible for Curry Blues Voucher									Eligible for scholarships, Cadet Officer School and Civic Leadership Academy; eligible for E-3 in the USAF; eligible for promotion to 2d Lt as a senior member at age 21

PROMOTION ELIGIBILITY REQUIREMENTS

	ACHIEVEMENT 1	ACHIEVEMENT 2	ACHIEVEMENT 3	WRIGHT BROTHERS AWARD	ACHIEVEMENT 4	ACHIEVEMENT 5	ACHIEVEMENT 6	ACHIEVEMENT 7	ACHIEVEMENT 8	BILLY MITCHELL AWARD
LEADERSHIP	Learn to Lead Chapter 1 & Drill Test	Learn to Lead Chapter 2 & Drill Test	Learn to Lead Chapter 3 & Drill Test	Learn to Lead Comprehensive Exam with Drill	Learn to Lead Chapter 4 & Drill Test	Learn to Lead Chapter 5 & Drill Test	Learn to Lead Chapter 6 & Drill Test	Learn to Lead Chapter 7 & Drill Test	Learn to Lead Chapter 8 & Speech, Essay & Drill	Learn to Lead Comprehensive Exam
AEROSPACE	No Requirement	Aerospace Dimensions Any Module	Aerospace Dimensions Any Module	No Requirement	Aerospace Dimensions Any Module	Aerospace Dimensions Any Module	Aerospace Dimensions Any Module	Aerospace Dimensions Any Module	No Requirement	Aerospace Dimensions Comprehensive Exam
CHARACTER	Cadet Wingman Course	Participate in 1 Activity	Participate in 1 Activity	No Requirement	Participate in 1 Activity	Participate in 1 Activity	Participate in 1 Activity	Participate in 1 Activity	Participate in 1 Activity	No Requirement
FITNESS	Attempt CPFT as a Baseline	Participate in 1 Activity & Have Attempted CPFT in Previous 180 days	Participate in 1 Activity & Have Attempted CPFT in Previous 180 days	Participate in 1 Activity & Have Attained HFZ in Previous 180 days	Participate in 1 Activity & Have Attained HFZ in Previous 180 days	Participate in 1 Activity & Have Attained HFZ in Previous 180 days	Participate in 1 Activity & Have Attained HFZ in Previous 180 days	Participate in 1 Activity & Have Attained HFZ in Previous 180 days	Participate in 1 Activity & Have Attained HFZ in Previous 180 days	Participate in 1 Activity & Have Attained HFZ in Previous 180 days
SPECIAL ACTIVITY										Graduate Encampment

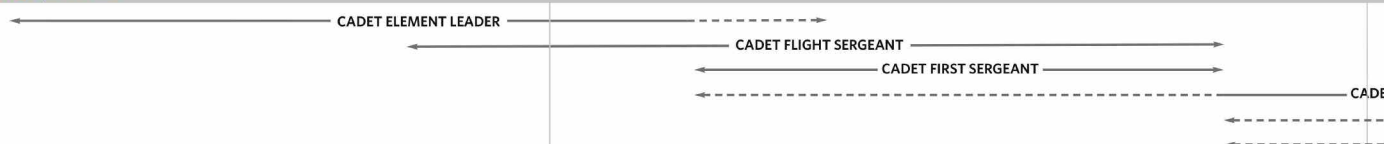
CADET PHYSICAL FITNESS TEST STANDARDS

Training & acclimation
No CPFT performance standards


















	<div>← PACER (20m laps)</div>									<div>RUN EITHER →</div>									PRESIDENT
AGE	10	11	12	13	14	15	16	17	18+	10	11	12	13	14	15	16	17	18+	
MALE	17	20	23	29	36	42	47	50	54	11:30	11:10	10:40	9:46	9:22	9:04	8:42	8:22	8:04	
FEMALE	17	20	23	25	27	30	32	35	38	11:30	11:10	10:40	10:20	10:09	9:58	9:46	9:34	9:22	

LEADERSHIP EXPECTATIONS

ATTITUDE	Displays a positive attitude; optimistic; enthusiastic; is team oriented	Maintains a positive attitude and encourages good attitudes in others; does not flaunt rank or authority
CORE VALUES	Aware of the Core Values; honest; wears uniform properly; practices customs and courtesies	Displays a commitment to the Core Values; promotes team spirit, professionalism, and good sportsmanship as a team leader
COMMUNICATION SKILLS	Listens actively; attentive; asks good questions	Proficient in informal public speaking (i.e., in giving directions to and training junior cadets)
SENSE OF RESPONSIBILITY	Follows directions; dependable; arrives ready to learn and serve; effective in managing own time	Enforces standards; trustworthy in supervising a small team and leading them in fulfillment of a series of simple tasks; given a plan, is able to carry it out
INTER-PERSONAL SKILLS		Guides and coaches junior cadets; recognizes when junior cadets need help; leads by example; is not a "boss"
CRITICAL THINKING		
DELEGATION SKILLS		

ELIGIBLE DUTIES *partial list*MINIMUM TIME IN GRADE *excluding accelerated promotions for JROTC cadets*



PHASE III THE COMMAND PHASE				PHASE IV THE EXECUTIVE PHASE					GENERAL CARL A. SPAATZ AWARD																																		
ACHIEVEMENT 9	ACHIEVEMENT 10	ACHIEVEMENT 11	AMELIA EARHART AWARD	ACHIEVEMENT 12	ACHIEVEMENT 13	ACHIEVEMENT 14	ACHIEVEMENT 15	ACHIEVEMENT 16	IRA C. EAKER AWARD																																		
<div><p>AMELIA EARHART Record-setting female pilot who was lost while attempting to fly around the world</p></div>									<div><p>IRA EAKER Army Air Forces general and advocate of strategic bombardment during World War II</p></div>	<div><p>CARL SPAATZ First Chief of Staff of the United States Air Force and first Chairman of the CAP National Board</p></div>																																	
CADET SECOND LIEUTENANT	CADET FIRST LIEUTENANT	CADET FIRST LIEUTENANT	CADET CAPTAIN	CADET CAPTAIN	CADET CAPTAIN	CADET MAJOR	CADET MAJOR	CADET MAJOR	CADET LIEUTENANT COLONEL	CADET COLONEL																																	
			 <div>Eligible for the International Air Cadet Exchange; eligible for promotion to 1st Lt and the Cadet Programs Officer technician rating as a senior member at age 21</div>						 <div>Eligible to receive credit for Squadron Leadership School and Level II as a senior member at age 21</div>	 <div>Eligible for promotion to captain, credit for a Cadet Programs Officer senior rating, and the Yeager Award as a senior member at age 21</div>																																	
No Ribbon Awarded	No Ribbon Awarded	No Ribbon Awarded		No Ribbon Awarded	No Ribbon Awarded	No Ribbon Awarded	No Ribbon Awarded	No Ribbon Awarded																																			
LtL Chapter 9 & DA Service, Writing & Presentation	LtL Chapter 10 & SDA Service, Writing & Presentation	LtL Chapter 11 & SDA Service, Writing & Presentation	Learn to Lead Comprehensive Exam	LtL Chapter 12 & SDA Service, Writing & Presentation	LtL Chapter 13 & SDA Service, Writing & Presentation	LtL Chapter 14 & SDA Service, Writing & Presentation	LtL Chapter 15 & SDA Service, Writing & Presentation	LtL Chapter 16 & SDA Service, Writing & Presentation	Speech & Essay	Learn to Lead Comprehensive Exam																																	
Journey of Flight 3-Chapter Block	Journey of Flight 3-Chapter Block	Journey of Flight 3-Chapter Block	Aerospace Dimensions Comprehensive Exam	No Requirement	No Requirement	Journey of Flight 3-Chapter Block	Journey of Flight 3-Chapter Block	Journey of Flight 3-Chapter Block	No Requirement	Journey of Flight Comprehensive Exam																																	
Participate in 1 Activity	Participate in 1 Activity	Participate in 1 Activity	No Requirement	Participate in 1 Activity	Participate in 1 Activity	Participate in 1 Activity	Participate in 1 Activity	Participate in 1 Activity	No Requirement	Essay Exam																																	
Participate in 1 Activity & Have Attained HFZ in Previous 180 days	Participate in 1 Activity & Have Attained HFZ in Previous 180 days	Participate in 1 Activity & Have Attained HFZ in Previous 180 days	Participate in 1 Activity & Have Attained HFZ in Previous 180 days	Participate in 1 Activity & Have Attained HFZ in Previous 180 days	Participate in 1 Activity & Have Attained HFZ in Previous 180 days	Participate in 1 Activity & Have Attained HFZ in Previous 180 days	Participate in 1 Activity & Have Attained HFZ in Previous 180 days	Participate in 1 Activity & Have Attained HFZ in Previous 180 days	Participate in 1 Activity & Have Attained HFZ in Previous 180 days	USAF Academy Candidate Fitness Assessment																																	
									Graduate Cadet Officer School or Region Cadet Leadership School																																		
										PYFP and USAFA test protocols differ greatly.																																	
TIAL YOUTH FITNESS PROGRAM HEALTHY FITNESS ZONE (HFZ) STANDARDS										USAF ACADEMY CANDIDATE FITNESS ASSESSMENT																																	
PLUS 2 of 3																																											
CURL-UPS									SIT & REACH (avg. inches)																																		
10	11	12	13	14	15	16	17	18+	10	11	12	13	14	15	16	17	18+																										
12	15	18	21	24	24	24	24	24	7	8	10	12	14	16	18	18	18	8	8																								
12	15	18	18	18	18	18	18	18	7	7	7	7	7	7	7	7	7	9	10																								
									M F																																		
									SIT-UPS 81 78																																		
									PUSH-UPS 62 41																																		
									MILE RUN 6:29 7:30																																		
Conscious of own performance; takes initiative to develop new skills; self-motivated and able to motivate others				Resilient; shows mental discipline in working to achieve long-term goals; welcoming of change; has habit of continual self-improvement																																							
Fair, just, and consistent in dealing with subordinates; exercises good judgment in knowing which matters should be referred up the chain				Uses empathy; recognizes how Core Values relate to new and unfamiliar situations; makes sound and timely decisions independently																																							
Writes and speaks clearly; presents ideas logically; wins through persuasion				Articulate; succinct; persuasive; varies message to fit audience; proficient in explaining complex issues																																							
Given an assignment, takes project from beginning to end; develops appropriate goals, plans, standards, and follows through in execution; demonstrates sense of ownership in all assignments				Completes large projects with little supervision; follows and sets a command intent; self-starter																																							
Actively mentors NCOs; resolves conflicts fairly; criticizes constructively; dissents respectfully when disagreeing with superiors				Actively develops and mentors cadet officers; adapts leadership style to fit situation; calm under pressure																																							
Thinks in advance and plans ahead to meet the unit's short-term needs; imaginative and not tied to old ideas				Sets long-term goals for the unit; imaginative and visionary; recognizes unit's long-term needs; mentally agile when faced with unfamiliar problems																																							
Delegates routine tasks effectively and works through NCOs; keeps people informed; makes expectations clear; supervises work of other leaders				Directs multiple teams and manages multiple tasks; assigns people to right jobs; delegates well and enables others to take charge																																							
T FLIGHT COMMANDER				CADET DEPUTY COMMANDER																																							
				CADET COMMANDER																																							
+ 8 weeks Sep '19				+ 8 weeks Nov '19				+ 8 weeks Jan '20				+ 8 weeks Mar '20				+ 8 weeks May '20				+ 8 weeks Jul '20				+ 8 weeks Sep '20				+ 8 weeks Nov '20				+ 8 weeks Jan '21				+ 8 weeks Mar '21				Upon earning Eaker Mar '21			
Mitchell								26 months to Earhart																				38 mos. to Eaker				38 mos. to Spaatz											





PERSONAL CADET TRACKER

NAME:


CAPID:

PHASE I THE LEARNING PHASE


	Date Completed	Score
ACHIEVEMENT 1	Leadership - Chapter 1 Test	
	Leadership - Drill Test	
	Aerospace	NA NA
	Fitness - Attempt CPFT	
	Character - Wingman Course	
	Promotion Effective Date	

ACHIEVEMENT 2	Leadership - Chapter 2 Test	
	Leadership - Drill Test	
	Aerospace - Module ____ Test	
	Fitness - 1 Activity + Do CPFT < 180 days	
	Character - 1 Activity	
	Promotion Effective Date	

≥ 56 days after last promotion

ACHIEVEMENT 3	Leadership - Chapter 3 Test	
	Leadership - Drill Test	
	Aerospace - Module ____ Test	
	Fitness - 1 Activity + Do CPFT < 180 days	
	Character - 1 Activity	
	Promotion Effective Date	

≥ 56 days after last promotion

WRIGHT BROS. AWARD	Leadership - Comprehensive Exam	
	Leadership - Comprehensive Drill Test	
	Aerospace	NA NA
	Fitness - 1 Activity + HFZ < 180 days	
	My Goal Date for Completing	
	Promotion Effective Date	

≥ 56 days after last promotion

SET GOALS

When will you earn the Wright Brothers Award? The Spaatz?

RUNNING TALLIES

Aerospace: The Journey of Flight

Test No.	Corresponding module in Aerospace Dimensions	Study Journey Chapters
1	Introduction to Flight	1, 7, 8
2	Aircraft Systems & Airports	2, 9, 10
3	Air Environment	3, 18, 19
4	Rockets	4, 21, 23
5	Space Environment	5, 25, 25
6	Spacecraft	6, 26, 27


Aerospace Dimensions

During Phases I & II, complete the 6 modules in any order, marking an X in the appropriate space below.


- ____ 1 Introduction to Flight
- ____ 2 Aircraft Systems & Airports
- ____ 3 Air Environment
- ____ 4 Rockets
- ____ 5 Space Environment
- ____ 6 Spacecraft

You must complete one test during achievements 9, 10, 11, 14, 15, and 16. You may take the tests in any order. If possible, study the "Journey" chapters corresponding to the "Aerospace Dimensions" module being studied by the cadets you are mentoring or instructing. Some chapters in "The Journey" (11-17, 20, 22) are not included in your course of study.


PHASE II THE LEADERSHIP PHASE

	Date Completed	Score
ACHIEVEMENT 4	Leadership - Chapter 4 Test	
	Leadership - Drill Test	
	Aerospace - Module ____ Test	
	Fitness - 1 Activity + HFZ < 180days	
	Character - 1 Activity	
	Promotion Effective Date	


≥ 56 days after last promotion

ACHIEVEMENT 5	Leadership - Chapter 5 Test	
	Leadership - Drill Test	
	Aerospace - Module ____ Test	
	Fitness - 1 Activity + HFZ < 180days	
	Character - 1 Activity	
	Promotion Effective Date	


≥ 56 days after last promotion

ACHIEVEMENT 6	Leadership - Chapter 6 Test	
	Leadership - Drill Test	
	Aerospace - Module ____ Test	
	Fitness - 1 Activity + HFZ < 180days	
	Character - 1 Activity	
	Promotion Effective Date	


≥ 56 days after last promotion

ACHIEVEMENT 7	Leadership - Chapter 7 Test	
	Leadership - Drill Test	
	Aerospace - Module ____ Test	
	Fitness - 1 Activity + HFZ < 180days	
	Character - 1 Activity	
	Promotion Effective Date	

≥ 56 days after last promotion

ACHIEVEMENT 8	Leadership - Chapter 8 Test	
	Leadership - Drill Test	
	Leadership - Speech	
	Leadership - Essay	
	Aerospace	NA NA
	Fitness - 1 Activity + HFZ < 180days	
	Character - 1 Activity	
	Promotion Effective Date	

≥ 56 days after last promotion

MITCHELL AWARD	Leadership - Comprehensive Exam	
	Aerospace - Comprehensive Exam	
	Fitness - 1 Activity + HFZ < 180 days	
	Graduate Encampment	
	My Goal Date for Completing	
	Promotion Effective Date	

≥ 56 days after last promotion

PHASE III THE COMMAND PHASE

	Date Completed	Score
ACHIEVEMENT	Leadership - Chapter 9 Test	
9	Leadership - SDA Staff Service	
	Leadership - SDA Technical Writing	
	Leadership - SDA Oral Presentation	
	Aerospace - 3-Chapter Block, Test _____	
	Fitness - 1 Activity + HFZ < 180days	
	Character - 1 Activity	
	Promotion Effective Date	
≥ 56 days after last promotion		

ACHIEVEMENT	Leadership - Chapter 10 Test	
10	Leadership - SDA Staff Service	
	Leadership - SDA Technical Writing	
	Leadership - SDA Oral Presentation	
	Aerospace - 3-Chapter Block, Test _____	
	Fitness - 1 Activity + HFZ < 180days	
	Character - 1 Activity	
	Promotion Effective Date	
≥ 56 days after last promotion		

ACHIEVEMENT	Leadership - Chapter 11 Test	
11	Leadership - SDA Staff Service	
	Leadership - SDA Technical Writing	
	Leadership - SDA Oral Presentation	
	Aerospace - 3-Chapter Block, Test _____	
	Fitness - 1 Activity + HFZ < 180days	
	Character - 1 Activity	
	Promotion Effective Date	
≥ 56 days after last promotion		

EARHART AWARD	Leadership - Comprehensive Exam	
	Aerospace - Comprehensive Exam	
	Fitness - 1 Activity + HFZ < 180 days	
	My Goal Date for Completing	
	Promotion Effective Date	
≥ 56 days after last promotion		

RUNNING TALLIES

SDA Technical Writing *no type may be used more than twice*

- | | |
|--|---|
| <input type="checkbox"/> Activity or Policy Proposal | <input type="checkbox"/> After Action Report |
| <input type="checkbox"/> Operations Plan | <input type="checkbox"/> Personal Leadership Plan |
| <input type="checkbox"/> Press Kit | <input type="checkbox"/> Resume |

	Attempt	#1	#2	#3
SPAATZ AWARD	Leadership - Comprehensive Exam			
	Aerospace - Comprehensive Exam			
	Fitness: USAFA Candidate Fitness Assessment			
	Character: Essay Exam			
	My Goal Date for Completing			
Promotion Effective Date				

PHASE IV THE EXECUTIVE PHASE

	Date Completed	Score	
ACHIEVEMENT	Leadership - Chapter 12 Test		
12	Leadership - SDA Staff Service		
	Leadership - SDA Technical Writing		
	Leadership - SDA Oral Presentation		
	Aerospace - 3-Chapter Block Test	NA	NA
	Fitness - 1 Activity + HFZ < 180days		
	Character - 1 Activity		
	Promotion Effective Date		
≥ 56 days after last promotion			

ACHIEVEMENT	Leadership - Chapter 13 Test		
13	Leadership - SDA Staff Service		
	Leadership - SDA Technical Writing		
	Leadership - SDA Oral Presentation		
	Aerospace - 3-Chapter Block Test	NA	NA
	Fitness - 1 Activity + HFZ < 180days		
	Character - 1 Activity		
	Promotion Effective Date		
≥ 56 days after last promotion			

ACHIEVEMENT	Leadership - Chapter 14 Test	
14	Leadership - SDA Staff Service	
	Leadership - SDA Technical Writing	
	Leadership - SDA Oral Presentation	
	Aerospace - 3-Chapter Block, Test _____	
	Fitness - 1 Activity + HFZ < 180days	
	Character - 1 Activity	
	Promotion Effective Date	
≥ 56 days after last promotion		

ACHIEVEMENT	Leadership - Chapter 15 Test	
15	Leadership - SDA Staff Service	
	Leadership - SDA Technical Writing	
	Leadership - SDA Oral Presentation	
	Aerospace - 3-Chapter Block, Test _____	
	Fitness - 1 Activity + HFZ < 180days	
	Character - 1 Activity	
	Promotion Effective Date	
≥ 56 days after last promotion		

ACHIEVEMENT	Leadership - Chapter 16 Test	
16	Leadership - SDA Staff Service	
	Leadership - SDA Technical Writing	
	Leadership - SDA Oral Presentation	
	Aerospace - 3-Chapter Block, Test _____	
	Fitness - 1 Activity + HFZ < 180days	
	Character - 1 Activity	
	Promotion Effective Date	
≥ 56 days after last promotion		

EAKER AWARD	Leadership - Speech		
	Leadership - Essay		
	Aerospace	NA	NA
	Fitness - 1 Activity + HFZ < 180days		
	Character - 1 Activity		
	Graduate Cadet Officer School or RCLS		
	My Goal Date for Completing		
	Promotion Effective Date		
≥ 56 days after last promotion			

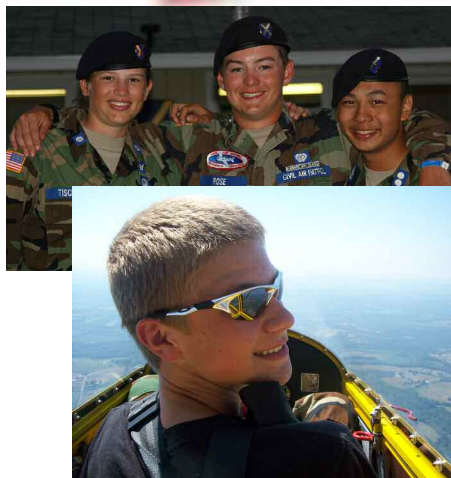
Next Step: Spaatz

LOOKING AHEAD: YOUR CA

TEST FLY a CAREER

National Cadet Special Activities are one of the highlights of the cadet program. These summer activities focus on career exploration, leadership development, search and rescue skills, aeronautical training, Air Force familiarization, government, and a variety of other topics to interest any cadet.

To attend an NCSA cadets must achieve a certain age and rank, which varies, have completed an Encampment, and go through a selection process. Activities are announced in December for the coming summer. Check out ncsas.com for details.



AIR FORCE CAREERS

- Civil Engineering Familiarization Course
- Cyber Defense Familiarization Course
- Pararescue Orientation Course
- Space Command Familiarization Course
- Undergraduate Pilot Training Familiarization Course

AVIATION CAREERS

- Aircraft Manufacturing & Maintenance Academy
- Cadet Aviation Ground School
- Glider & Powered Flight Academies
- Model Aircraft & Remote Control Flight Academy
- National Blue Beret (EAA Airventure)

LEADERSHIP & PUBLIC SERVICE CAREERS

- Cadet Officer School
- Civic Leadership Academy*
- Hawk Mountain Ranger Search and Rescue School
- International Air Cadet Exchange
- National Cadet Competition
- National Character & Leadership Symposium*
- National Emergency Services Academy

TECHNOLOGY CAREERS

- E-Tech: Engineering Technologies Academy
- E-Tech: Robotics

**denotes a winter activity; announced in late September*



LOOKING BACK: a HISTORY of CIVIL AIR PATROL

Civil Air Patrol was conceived in the late 1930s by aviation advocate Gill Robb Wilson, who imagined that civilian pilots could help support the military. CAP was created on 1 December 1941, just one week prior to the attack on Pearl Harbor. An active duty Army officer, Maj. Gen. John F. Curry, served as the first national commander.

Thousands of volunteers answered America's call to national service and sacrifice by performing critical wartime missions. Assigned to the War Department under the jurisdiction of the Army Air Corps, the contributions of Civil Air

Patrol, including logging more than 500,000 flying hours, sinking two enemy submarines, and saving hundreds of crash victims during World War II, are well documented. More than 150,000 volunteers – including women, young people, and senior citizens – gave their time and talents in defense of America.

After the war, a thankful nation understood that Civil Air Patrol could continue providing valuable services to both local and national agencies. On July 1, 1946, Civil Air Patrol was incorporated as a benevolent, nonprofit

organization. On May 26, 1948, Congress permanently established Civil Air Patrol as the auxiliary of the new U.S. Air Force. Three primary mission areas were set forth at that time: aerospace education, cadet programs, and emergency services.

In 2014, the 113th Congress, passed legislation awarding the a Congressional Gold Medal to the World War II-era members of the Civil Air Patrol. The medal would be presented "in recognition of their military service and exemplary record during World War II."



DET CAREER & BEYOND

Thinking about the military, college, or flight training?

R.O.T.C. Air Force ROTC is a college program offered at more than 1,100 colleges and universities across the U.S. It prepares you to become an Air Force Officer while earning a college degree. **Earn your Mitchell Award** to receive extra consideration for an AFROTC scholarship.

After earning your degree and completing ROTC requirements, contracted cadets accept a commission as second lieutenants in the Air Force. The length of your initial service commitment depends on your career. Most cadets make a four-year, active duty service commitment. Pilots, nursing graduates and some others will have longer service arrangements. Check out afrotc.com for more details.

Enlistment. The Air Force is proud of CAP cadets. If you **earn your Mitchell Award** and enlist in the Air Force, you'll be eligible to start out as an Airman First Class (E-3).

College & Flight Training. Even if you're not interested in the military, CAP can help you prepare for your future through college and flight training scholarships. **Earn your Mitchell Award** to become eligible to apply, then see capmembers.com/scholarships for details.



The Academy. Attending the U.S. Air Force Academy is a dream for many CAP cadets. The Academy offers a top-ranked education and a world of opportunity. If the USAFA is your dream, start preparing now. **Earn your Mitchell Award** and apply for CAP's special path to the Academy through the USAFA Preparatory School. See capmembers.com/scholarship. In the meantime:

- ◆ **Study hard.** Get the best grades you can in all subjects — especially English, math and science.
- ◆ **Join a sports team.** If your school does not have a sports program, you can usually find one at your local community park or recreation center.
- ◆ **Be a leader.** CAP will give you the tools you need to lead yourself and others. Participate actively and learn from your mentors.
- ◆ **Show your character.** Consider activities that help others. Get involved with church groups or other organizations that support your community.



10%

Percent of
USAFA
cadets
who got
their start in
CAP
(on average)

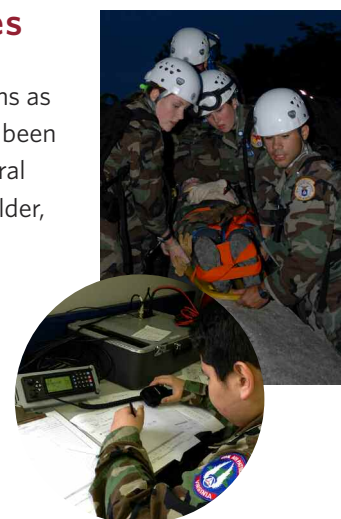
Train to assist in a crisis through CAP's Emergency Services

Cadets aid adult CAP volunteers in conducting search and rescue and humanitarian missions as qualified radio operators, ground team members, and mission staff assistants. Cadets have been credited with locating downed aircraft, finding missing persons, helping in the wake of natural disasters, and saving lives. "ES" is serious business. If you're joining CAP at, say, age 16 or older, the ES mission might be something you should check out. Here's how to get started:

Here's what you'll need to do:

1. Have a current CAP membership
2. Complete Achievement 1 and earn C/Amn.
3. Study CAP Regulations 60-3 and 173-3 and pass CAP Test 116. You can do this on your own via eServices.

Once qualified in General ES you choose a specialty and work towards qualification in that area. Common specialties for cadets include Mission Staff Assistant, Mission Radio Operator, Ground Team Member, and Flight Line Marshall. Emergency service operations vary in different areas, so talk to your squadron ES officer about the training and opportunities available to you.



THE CADET OATH

I pledge that I will serve faithfully
in the Civil Air Patrol Cadet Program
and that I will attend meetings regularly
participate actively in unit activities
obey my officers
wear my uniform properly
and advance my education and training rapidly
to prepare myself to be of service
to my community, state, and nation.

Welcome to the Civil Air Patrol Cadet Program. This booklet is the new cadet's #1 source for introductory information about cadet life. For web-based help, please see capmembers.com/newcadet.

TODAY'S CADETS: TOMORROW'S AEROSPACE LEADERS

